

SAMPLING DECISIONS, ASSURANCES, AND FIELDWORK PREPARATION PLAN

Part 1: Sampling Decisions

1a. Selection of cases and replacement cases

Lead Agency will select 276 cases and [REDACTED] monthly replacement cases

☐ Approval will be obtained from the RO before using any replacement cases

Clearly describe the Lead Agency procedure for collecting samples, including samples of replacement cases [REDACTED]

1b. Random number generator

Name the source for the Lead Agency's random number generator (the Random Number Sampling Book or software) [REDACTED]

1c. Frequency of collecting monthly sampling frames and projected start dates

Select the Lead Agency's frequency of collecting monthly sampling frames

☐ Monthly ☐ Quarterly ☐ Semi-Annually ☐ Annually

☐ Other [REDACTED]

Projected start date for the sampling process [REDACTED]

Projected start date for reviewing cases [REDACTED]

Part 2: Assurances and Certifications

The state assures that it will abide by the instructions contained in the *Child Care Improper Payments Data Collection Instructions*.

1. The data collection process, including sample selection and case record reviews, adhered to all requirements of the instructions and regulations for *Error Rate Reporting* at 45 CFR 98 Subpart K.
2. The reviews were not conducted by persons who make or approve eligibility determinations or who are under the supervision of persons responsible for eligibility determinations.

3. All reviewers have been trained to ensure that the review process is consistent with state policies and that there is consistency within the state in interpretation of what is an error.
4. The state agrees to retain *Record Review Worksheets*, the *State Improper Payments Report* and any revisions, and any other records pertinent to the case reviews and submission of error rate reports for five years from the date of submission of the *State Improper Payments Report* or final revision submitted, whichever date is later.
5. The state understands that this information, including the sampled case records and calculations is subject to federal review.

☐ Yes to all assurances

Part 3: Fieldwork Preparation Plan

3a. Identification of project leadership

Identify by name(s), job title(s), and role(s), the leadership of the improper payments process

☐ The leader(s) understands the program and has the authority to ensure timelines are met

Note: the level of authority should be comparable to that of the leader who is responsible for the submission of the state plan.

Name and job title of the person who will certify and submit the final report:

3b. Review team composition

Describe the review team by providing information about the following:

Size:

Composition:

3c. Inter-reviewer consistency

Select and describe methods the Lead Agency will use to ensure inter-reviewer consistency.

Note: at a minimum, a re-review of cases must be selected and the description must include the types and number or percentage of cases to be re-reviewed.

☐ Re-review of cases to ensure inter-reviewer consistency. Describe:

☐ Group discussion of case review findings. Describe:

☐ Other, describe:

3d. Error definition

For the purposes of the state improper payment review, define the following:

Errors: [REDACTED]

Improper Payment errors: [REDACTED]

Nonpayment (administrative) errors: [REDACTED]

3e. Plan for review of state policies/procedures and processes

Describe the Lead Agency's plan to ensure that customization of the RRW will use state policy in effect during the sample month: [REDACTED]

Describe the Lead Agency's plan to ensure that reviewers consistently interpret error as defined by the state: [REDACTED]

Describe how the Lead Agency identifies whether to apply a pooling factor and how they determine what the pooling factor will be on the *State Improper Payments Report*. The description must include the individuals or entities involved, a clear description of the process used to determine whether a pooling factor should be applied, and the process for determining the amount of the pooling factor if applicable. Note: if the Lead Agency does not use a pooling factor, they should still provide information about how it was determined that funds from CCDF were not pooled with other funds for any sample cases. [REDACTED]

3f. Information systems project responsibilities

Select tasks that the Lead Agency accomplishes through coordination with information technology staff:

- ☐ Identification of the universe of cases paid with CCDF funding
- ☐ Identification of the sample review calendar month payment amount
- ☐ Archival of the universe and sample frames files
- ☐ Use of random number generator software
- ☐ Generation of the 12 monthly sampling frames
- ☐ Selection of the monthly samples and replacement cases
- ☐ Determination of the annual amount of payments for the review period's universe of children
- ☐ Other tasks, describe: [REDACTED]

If these tasks are accomplished through some other means, specify which tasks and describe how they are accomplished and by whom: [REDACTED]

Describe the process used to determine the annual amount of payments: [REDACTED]

3g. Case review logistics

Describe details of review logistics to include the following:

Whether electronic or physical record are reviewed. Describe: [REDACTED]

How the records (especially the physical records) are handled. Describe: [REDACTED]

How the Lead Agency accesses needed documents stored by other entities (for example, if part of eligibility is determined by another entity, who provides a referral). Describe: [REDACTED]

Where the record reading occurs (on-site, centrally, regionally, a mixture). Describe: [REDACTED]

The organization and maintenance of the review files. Describe: [REDACTED]

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to gather data from states once every three years about the errors occurring in the administration of CCDF grant funds. Public reporting burden for this collection of information is estimated to average 106 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information (45 CFR Part 98, Subpart K). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0323 and the expiration date is 01/31/2025. If you have any comments on this collection of information, please contact ACF Office of Child Care.